

MEETING MINUTES

CLARA CITY CITY COUNCIL REGULAR MEETING

Tuesday
May 11, 2021
6:30 PM

CITY HALL COUNCIL CHAMBERS CLARA CITY, MINNESOTA

Members present: Gary Nelson, Nathan Speiser, Rhonda Pieper, David Plagge and Vic Sparks.

Staff present: In Council Chambers- Steve Jones (City Administrator), Julie Aalfs (City Clerk), Judy Gosseling (Finance Director), Jeff Stager (Public Works Director), Kim Wood (Police Chief), John Lynch and Julian Ross (Police Officers)

Others present: Sam Peterson (CC Herald), Brenda Parsley (Conway, Deuth & Schmeising) The family of Julian Ross (5)

1. **Call to Order:** By Mayor Gary Nelson at 6:30 p.m.

Note: This meeting is being officially recorded. Any and all commentary must be communicated through the microphones at the Council and Staff tables or through the microphone attached at the speaker's podium. Also, please silent all cell phones and do not use them during the meeting.

2. **Additions/Deletions/Modifications to Agenda**

Addition- 13K Resignation of Police Officer
13L Purchase Agreement/Kay's Naturals
13M Safe Assure agreement
13N Ridgewater agreement
13O Flood Hazard Mitigation Grant Resolution

Modification- Move agenda item 13C to right after #3.

Action taken: M/S/P 5-0 (Speiser/Sparks) to approve the additions, deletions and modifications to the agenda as presented.

3. Approval of Minutes

(A) Regular City Council Meeting April 20, 2021

Action taken: M/S/P 5-0 (Plagge/Pieper) to approve the Regular City Council Meeting minutes as presented.

(B) Planning Commission Meeting March 3, 2021 **Canceled**

(C) EDA Meeting April 12, 2021

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the EDA Meeting minutes as presented.

(D) Natural Gas Committee April 20, 2021

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the Natural Gas Committee minutes as presented.

(E) Local Board of Appeals April 20, 2021

Action taken: M/S/P 5-0 (Plagge/Pieper) to approve the Local Board of Appeals minutes as presented.

(13C) Awarding of Police Department Lifesaving Award to Officer Julian Ross. Police Chief Kim Wood awarded Officer Ross the medal of honor for his quick response and life saving efforts on a choking baby in Clara City.

4. Licenses and Permits:

Approval of License and Permit Consent Items. *If acceptable, please approve the following agenda items in one motion without further discussion. If not acceptable, please request that any objectionable item(s) be moved to 3(B), non-consent licenses and permits or into the new business section of the agenda and then proceed to approve the remaining item(s) in a single motion.*

(A) **Review of the “Application for Construction Permit(s)”** for the month of April 2021 approved by City Staff.

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the permits presented by staff.

(B) **Non-Consent License and Permit Items:** None

5. Public Hearing

6. Correspondence, Notices and Communications: *No action needed.*

7. Appearance of Citizens with Scheduled Items for City Council to Consider:

8. Reports from Staff and Administrative Officers

(A) **Police Department** (Kimberly M. Wood, Chief of Police)

(B) **Public Works Department** (Jeff Stager, Director of Public)

(C) **Prairie Park Place** (Mindie Nurmi, Housing Manager)

(D) **Clara City Care Center** (Matt Blum, Administrator) ---*See Agenda Item No. 13 (A).*

(E) **City Administrator** (Steven C. Jones)

9. Reports from Boards, Commissions, Council Members and Mayor:

(A) **Planning Commission-** May 5, 2021

(B) **EDA** – May 10, 2021

(C) **Council Members**

(D) **Mayor-**Mayor Gary Nelson made a public announcement regarding the closed sessions held with City Clerk Julie Aalfs and City Administrator Steve Jones.

10. Appearance of Interested Citizens: Meeting Open to the Public to Discuss Items NOT scheduled under Item 6. *Please present yourself at the podium and after being recognized by the Mayor, clearly state your name and address for the record, and then address your concern to the entire City Council, doing so within a maximum of three (3) minutes. Your items of concern will generally not be debated or discussed, but may be assigned to staff for further investigation.*

11. Old Business: NONE

12. New Business Consent Agenda: *If acceptable, please approve the following agenda items in one motion without further discussion. If not acceptable, please request that any objectionable item(s) be moved to the end of the New Business section of the agenda and then proceed to approve the remaining item(s) in a single motion.*

13. New Business

Insert—Review and Acceptance of the 2020 Audit Report being presented by Brenda Parsley of Conway, Deuth & Schmiesing.

Action taken: M/S/P 5-0 (Speiser/Sparks) to officially accept and approve the 2020 audit report present by Brenda Parsley of Conway, Deuth & Schmiesing.

(A) Consideration of Care Center Issues

1. Approval of new employee hire(s) and termination(s) for the month period ending April 30, 2021

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the new hires and terminations for the period ending April 30, 2021, as submitted in the report and on file.

2. Acknowledgement of the Care Center's Client Census Data for April 30, 2021.

Action taken: M/S/P 5-0 (Pieper/Plagge) to acknowledge the Care Center census for April 30, 2021, such being 35 residents.

3. Acknowledgement and approval of the current Financial Reporting Information and Documentation for the Care Center, such including:
 - a) Balance Sheet for Clara City Care Center as of March 31, 2021
 - b) Actual vs Budget Statement of Operations for Care Center as of March 31, 2021
 - c) Accounts Receivable Aging Report as of April 30, 2021

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the financial reporting information and documentation for the reports listed above.

4. Approval of the AP Check Register of the Clara City Care Center thru March 31 2021 in the total amount of \$422,239.36 checks 51591 thru 51672.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the monthly check register as presented.

5. Approval of the Care Center's Electronic Payments for the Month of April 2021.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the Electronic Payments as presented.

(B) agenda item pulled before meeting.

(C) agenda item moved up after approval of minutes.

(D) Consideration of receiving a report from James Erickson, Kelly Bay Consulting, LLC regarding the review of the "rate level review for

2021” for Dooley’s Natural Gas Utility and approval of DNG gas rate reduction for sales on and after January 1, 2021

Action taken: M/S/P 5-0 (Speiser/Pieper) the Council, acting as the Rate Committee, approved the DNG ‘s rate levels should be decreased by \$415,509.00 or 10.14%.

(E) Consideration of request to hire 2021 Season Aquatic Center staff.

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the hiring of 7 lifeguards and 1 maintenance/cleaning person.

(F) Consideration of application for demolition permit for former Sugar and Spice buildings (main building and shed).

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the Planning Commission’s recommendation to approve the demolition permit applied for by the EDA contingent upon completion of an asbestos check and compliance with the permit agreement.

(G) Consideration of application for demolition permit for 20 and 22 Center Ave West (two former Goeman Agency buildings).

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the Planning Commission’s recommendation to approve the demolition permit applied for by Citizens Alliance Bank contingent upon completion of an asbestos check and compliance with the permit agreement.

(H) Consideration of appointment of Rebecca Trapp as Administrative Judge.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the appointment of Rebecca Trapp as the City’s Administrative Judge.

(I) Preliminary discussion of the new Floodplain Ordinance #347.

Discussion only

(J) Consider request to publish summary Ordinance No. 346 Amusements, Leisure (gambling)

Action taken: M/S/P 5-0 (Pieper/Plagge) to approve the publication summary ordinance No. 346.

(K) Consideration of Resignation from the Police Department.

Action taken: M/S/P 5-0 (Speiser/Sparks) to accept the resignation of Officer Trae Torgerson from the Clara City Police Department.

(L) Consideration of a Purchase Agreement with Kay's Naturals

Action taken: M/S/P 5-0 (Plagge/Speiser) to approve the purchase agreement with Kay's Naturals for a piece of land in City limits, with conditions there will be an easement to the City due to water/sewer lines on the property and there will be no small box store on the site. Sale price to be paid to the EDA is approx. \$48,968.00.

(M) Consideration of agreement with Safe Assure (safety training)

Action taken: M/S/P 5-0 (Speiser/Pieper) to approve the agreement with Safe Assure.

(N) Consideration of agreement with Ridgewater College to allow our facility (Ambulance Service) to be a training site for students.

Action taken: M/S/P 5-0 (Pieper/Sparks) to approve the signing of the agreement with Ridgewater College.

(O) Consideration of Local Government Resolution No 2021-018 for Flood Hazard Mitigation Grant Assistance.

Action taken: M/S/P 5-0 (Speiser/Plagge) to approve the Resolution No. 2021-018 for the Local Government for Flood Hazard Mitigation Grant Assistance.

14. Approval for the Payment of Claims and Appropriations

(A) Consideration for the approval of the City's Verified Claims for the period ending May 11, 2021.

Action taken: 5-0 (Pieper/Sparks) to approve the City's Verified Claims as presented.

(B) Consideration of approving the City's Electronic Payments for the Month ending April 2021.

Action taken: M/S/P 5-0 (Pieper/Speiser) to approve the City's Electronic Payments as presented for April 2021.

15. CLOSED SESSION:

(A) Consideration of Performance Reviews; Police Chief, Kim Wood and Jeff Stager, Public Works Director (Closed Sessions)

(At the June City Council regular meeting a synopsis of the reviews will be made public by the Mayor)

(B) Closed session to conduct Union Negotiations for AFSME 65 Essential Unit (Session is recorded per state statute)

16. Announcements—*No action is required.*

(A) The next regular City Council Meeting will be on Tuesday June 8, 2021, 6:30 pm.

16. Adjournment-*Mayor Gary Nelson, with no objection declared the meeting of the City Council adjourned at 9:58 pm.*

**BY: _____
Gary Nelson, Mayor**

**ATTEST: _____
Steven C. Jones, City Administrator**